

VACATION LEAVE

PURPOSE

To assure that employees are afforded opportunities to take vacation leave consistent with operational needs of the State.

SCOPE

This policy applies to merit and non-merit employees subject to the executive authority of the Governor, except employees of the State Police Department and employees appointed on a temporary or intermittent basis.

STATEMENT OF POLICY

It is the policy of the State of Indiana, consistent with the operational needs of the State, that vacation leave shall be granted at such times during the year as requested by the employee. Local policy, if any, will govern vacation scheduling.

Full-time employees shall accrue seven and one-half (7.5) hours of vacation leave for each month of employment. Part-time employees working at least fifty percent (50%) of full-time shall accrue three and three-quarters (3.75) hours of vacation leave for each month of employment. Additional vacation leave is accrued after five (5), ten (10), and twenty (20) years of employment.

A dismissed employee shall forfeit all accrued but unused vacation leave.

Upon separation from the service in good standing, an employee shall receive payment for accrued but unused vacation leave up to a maximum of two hundred twenty-five (225) hours. Conversion of vacation leave upon retirement is governed by 31 IAC 4.

An employee who resigns in good standing after June 30, 1982, and is subsequently rehired shall have reinstated six (6) months after rehire, any vacation leave that was accrued but unused and uncompensated at the time of resignation. However, vacation leave that was converted under 31 IAC 4 shall not be reinstated.

Additional details concerning accrual, limitations on payment at separation and reinstatement of balances on rehire are covered in the references listed below.

REFERENCES

31 IAC 1-9-3

31 IAC 2-11-3

31 IAC 4

EFFECTIVE DATE July 1, 2005

Supersedes policy dated October 11, 1992

APPROVED



Debra F. Minott, State Personnel Director

Date June 6, 2005